



**Board of Directors Meeting, Tiverton Library, 34 Roosevelt Ave., 5:30 PM
January 19, 2016
Minutes (Approved February 16, 2016)**

Board of Directors Meeting:

Meeting Time: Meeting at the Tiverton Library (Community Center) was called to order by Chair Leroy Kendricks at 5:36 PM. The Chair then called the roll.

TWWD Board present: Leroy Kendricks (LK); Christopher Nearpass (CN); Paul Northrup (PN); Scott Humphrey (SH); Colleen Stanton (CS)

TWWD personnel present: Lisa Andromalos (LA); Sarah Stearns (SS); Nan Godet (NG)

Guests: Diane Johnson, ASRWWA (DJ); Tom Parece, AECOM (TP)

1. **Approval of minutes of the previous meeting:** December 21, 2015. LK asked for a motion to approve. CN so moved; PN seconded. There being no further discussion, motion passed unanimously.
2. **Public Comments:** DJ wished everyone a Happy New Year
3. **Department Reports:**
 - a. Treasurer's Report (appended): PN briefly reviewed. Discussion followed. LK commented that TWWD in good shape. LA to email accounting review to board
 - b. General Manager's Report (appended): LA briefly reviewed.
LK inquired about hiring part-time, or possibly intern, to help with billing; brief discussion followed.
LA mentioned that the Poplar Drive meeting is scheduled for Feb. 2. Discussion: SH to liaise w LA for update.
LA will be finalizing dates for Abutters' meetings soon, to be held early in February
Brief discussion on PER; SS drafting letter
LA will be conducting staff reviews; BOD to schedule Executive Session
LA discussed TWWD Rules & Regulation items with Joan Chabot (JC). LA reviewed.
LK commented that TWWD will develop memo re: inspection program for OWTS for Town to review.
 - c. Superintendent's Report (Report appended): SS reviewed.
NG to meet with Galen McGovern (GM) to review Portsmouth' OWTS inspection procedures so that TWWD can send letters for first maintenance. LK commented that TWWD should publish Carmody instructions/information on website so that inspectors and Town understand the scope. LA/SS commented that the office is tracking time spent on OWTS
Discussion regarding Plantation Drive, break in the sewer line.
SS reviewed Pump Station details. Discussion followed concerning improved monitoring.
SH said that the Sports Complex loan was secured and that project will be underway soon; SS commented that she still had to receive an update on the final design
Design Projects: YR 1; TWWD meeting with BHR to inquire about easement (*DJ left the meeting at 6:36 PM*)
Discussion regarding Boat House and Pump Station capacity
Stone Bridge alerted TWWD to uncharted gas-line
LK inquired about tie in progress. Discussion followed.
4. **2016 BOD Meeting Calendar Dates** (see appended): LK called for motion to approve. SH so moved; CN seconded. There being no further discussion, motion passed unanimously.
5. **Rules & Regulations** (see appended): LK had comments; comments were reviewed and noted in text. Discussion followed. LK called for a motion to approve TWWD Rules & Regulations as read and amended (with further amendments to be updated). CN so moved; CS seconded. PN had question regarding Town Ordinance. Following discussion, motion to approve passed unanimously. Amended version to be sent to Jim Donnelly (JD).
6. **Phase 1 Easements** (Discussion presented by SS; map provided by TP):
Robert Gray area, two easements required. Discussion followed concerning securing easements.
Riverside area easements required for private roads and an easement from the Boat House Restaurant. Discussion followed.

86 Main Street | Tiverton | Rhode Island | 02878 | 401.625.6701 | info@twwd.org

This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form.

7. **Phase 1 Communication Consulting:** LK called for a motion to hire Christine Hunsinger (CH) for the not-to-exceed amount of \$6K. CN so moved; SH seconded. Motion passed unanimously.

LK called for a motion to adjourn. CN so moved; SH seconded. Motion carried unanimously. Meeting adjourned at 8 PM.

86 Main Street | Tiverton | Rhode Island | 02878 | 401.625.6701 | info@twwd.org

This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form.